



HEADQUARTERS  
CIVIL AIR PATROL NEW JERSEY WING  
UNITED STATES AIR FORCE AUXILIARY  
PO Box 16099  
Joint Base McGuire-Dix-Lakehurst NJ 08641-6099



25 May 2011

MEMORANDUM FOR NJ WING MEMBERS

FROM: NJ-001/DOV

SUBJECT: Procedures for requesting flight training in CAP aircraft.

1. NJ Wing members who seek flight instruction in CAP aircraft and qualify IAW CAPR 60-1 must obtain written approval from their chain of command, the wing standards & evaluations officer (DOV), and the wing commander. Cadets and senior members will apply using these procedures.
2. The student will read the following CAP Regulations 60-1, 66-1, and 900-5. These documents and additional information including the Statement of Understanding are found on the CAP Publications and CAP Pilot's sections of the CAP National website.
3. Locate a flight instructor (CFI). The wing director of operations (DO) and/or the wing DOV can provide a list of qualified CAP CFIs.
4. Discuss with the CFI the requirements, responsibilities, and liabilities of both the CFI and student. If the student is a cadet, their parent/guardian must be included in this discussion. The CFI will ensure (instruct) the student on how to enter/update their data in the online e-Services Operations Qualifications (Ops-Quals). This includes required upload of documents and appropriate data entries (eSignature Statement of Understanding, FAA Medical/Student Pilot Certificate, etc.).
5. Complete the correct application neatly. Illegible forms will be returned unprocessed. Current versions are available for download in the NJWG Forms and Supplements section of DragonNET.
  - a. Cadets will complete NJWF 60-TC with their parent/guardian and their CFI.
  - b. Senior members will complete NJWF 60-TS, reviewed and signed by their CFI.
6. Submit the application to NJ Wing according to the instructions on the form. The student and CFI should verify that their Ops-Quals and Safety Currency data are updated before submitting.
7. Wing will upload the application for electronic review and approval the appropriate unit and group commanders, NJ Wing DOV, and wing commander. Flight training may only begin after the student and CFI have received electronically signed documents by email.

//SIGNED//

EDWARD P. CASSELLA, Lieutenant Colonel, CAP  
Standards and Evaluation Officer

Attachments:

1. NJWF 60-TC
2. NJWF 60-TS